

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United State Bankruptcy Court Clerk

SUBJECT: Adversary Checklist

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- ☐ Adversary Cover Sheet (B104) - properly completed including demand or other relief sought, jury demand and attorney's signature. Local Rule 7003-1 - Original only unless electronically filed
- ☐ Complaint - proper heading with debtor, plaintiff and defendant, main bankruptcy case number listed. Signature required. Original only.
- ☐ cash/check/money order/credit card payment for \$250.00 (Fee waived or deferred if debtor, trustee or Federal agency is the plaintiff.)
- ☐ if filed by a non-member of the Utah State Bar, must have *Pro Hac Vice* admission as per Local Rule 2090-1 unless filed *Pro se*.
- ☐ Summons form - must include main bankruptcy case number, debtor, plaintiff and defendant. (A copy of the prepared Summons form can be filed with the complaint, however, the original should be filed after service as proof of service.)

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Deputy Clerk's Duties

- ☐ Time stamp and initial the Complaint.
- ☐ Stamp adversary case number on cover sheet, Complaint, and all Summons forms.
- ☐ Stamp "all documents regarding this matter..." on all pleadings.
- ☐ Date, sign and seal all Summons forms.
- ☐ Issue a zero receipt, if trustee or debtor is the plaintiff.
- ☐ Place cover sheet, original complaint and one copy (if provided) of the Summons in the file folder.